

Department of City Development, City of Milwaukee

Request for Proposals #57466  
HUD Certified Homebuyer Counseling Services

Addendum #1  
September 26, 2013

**THIS ADDENDUM IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.**

Questions received and Answers given:

**Question 1:** Does this include any need for real estate appraisal services?

**Answer 1:** No, the RFP does not include any need for real estate appraisal services.

**Question 2:** What role does the counselor play, if any, in the recruiting of individuals to participate in the program? That is, is it within the counselor's mandate to hold events promoting the program and/or do individualized outreach, or are others performing that function, with the counselor simply providing counseling services to those individuals recruited by others.

**Answer 2:** The Scope of Services speaks of two homeownership initiatives: the Lease to Own Program and Homeownership Purchase. In regard to the Lease to Own Program, no recruiting by the counselor would be needed, as DCD determines the participation eligibility from the existing tenants of City tax foreclosed properties. The Homeownership Purchase would not require recruitment either. Instead, DCD would require the counselor's assistance in community outreach events promoting homeownership that would lead to interested potential homeowners. The counselor would then be required to work with these candidates in determining not only their current level eligibility, but also counsel them in how to become an eligible homeowner.

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (DATED September 26, 2013) FOR REQUEST FOR PROPOSALS #57466, BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH YOUR PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME